



Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219
<http://www.cns.state.va.us/dmas>

MEDICAID MEMO

TO: All Community Mental Health Rehabilitative Services
Providers participating in the Virginia Medical Assistance
Program, Health Maintenance Organizations providing services
to Virginia Medicaid recipients, and all holders of the
Community Mental Health Rehabilitative Services provider
manual

MEMO	Special
DATE	5-21-01

FROM: Eric S. Bell, Director
Department of Medical Assistance Services

SUBJECT: Clarification of Billing for Intensive In-Home Services for Children and Adolescents

The purpose of this memorandum is to clarify Intensive In-Home billing procedures for Comprehensive Services Act (CSA) children and Medicaid recipients. (Please note that this information will be included in the next update to the *Community Mental Health Rehabilitative Services Manual*.)

Medicaid reimbursable Intensive In-Home services include client counseling, family sessions with the focus on the recipient, crisis intervention, active case management, and collateral contacts on behalf of the client. Indirect costs are not separately billed to Medicaid. The Medicaid fee includes indirect costs, such as documentation, clinical supervision, and travel time to and from contacts with the client or collateral contacts.

The Department of Medical Assistance Services (DMAS) policy defines the time spent in documenting cases, travel, and clinical supervision as incidental to the covered service. You must bill your usual and customary charge for services provided to Medicaid recipients receiving Intensive In-Home services. DMAS will reimburse the usual and customary charge or the Medicaid fee, whichever is less.

Under the Comprehensive Services Act, local government agencies work with parents and the providers of services to craft a service plan to best accommodate the needs for the child. Local governments are encouraged to negotiate services and rates with providers.

Providers have requested guidance on billing for Intensive In-Home Services. A provider has submitted the following example for clarification. In this example, the provider bills the Comprehensive Services Act (CSA) Office for Intensive In-Home services to a CSA child for the following:

- 7 hours of counseling
- 1 hours of case management
- 1 hours of indirect costs (See above for examples.)

TOTAL: 9 hours

The 9 hours are billed to CSA at a rate of \$42.00 per hour (the provider's usual and customary charge), for a total of \$378. These CSA services must be negotiated in advance.

MAY/02/01

To build on the example, the provider would correctly bill DMAS for a Medicaid recipient as follows:

- 7 hours of counseling
- 1 hour of case management activities (under Intensive In-Home Services)

TOTAL: 8 hours

The 8 hours are billed at \$42 per hour (the same hourly charge as billed to other third party payers, such as CSA). The provider bills DMAS for 8 hours (units) of Intensive In-Home Services (Z8503) at \$42 per hour (the usual and customary charge). The total amount billed to DMAS would be \$336.

Please remember that since case management is a component of Intensive In-Home Services, case management (Z8516) cannot be billed as a separate service while the recipient is open to Intensive In-Home services.

Medicaid may not be billed at a higher rate than the provider's usual and customary charge to the general public or other third party payers. Usually, a provider will have a uniform billing structure and bill all patients the same amount for the same service, regardless of payment source. However, some providers may have a sliding scale fee based on a patient's ability to pay. Providers must bill Medicaid the usual and customary fee for the service.

COPIES OF MEDICAID MEMORANDA AND PROVIDER MANUALS

DMAS publishes searchable and printable copies of its provider manuals and Medicaid memoranda on the Internet. Please visit the DMAS website at <http://www.cns.state.va.us/dmas/>. Refer to the Provider Column to find Medicaid and SLH provider manuals or click on "Medicaid Memos to Providers" to see Medicaid memoranda. The Internet is the fastest way to receive provider information.

HEALTH MAINTENANCE ORGANIZATIONS

This Medicaid Memo is provided for information only.

"HELPLINE"

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The "HELPLINE" numbers are:

786-6273	Richmond area
1-800-552-8627	All other areas

Please remember that the "HELPLINE" is for provider use only.